

Missouri Association

**Family, Career and
Community Leaders of
America Inc.**

Building Strong Leaders in Families, Careers and Communities

Bylaws
Revised 2015

MISSOURI ASSOCIATION

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA INC.

Revised 2015

ARTICLE I
Name and Sponsor

Section 1. Name

The name of this organization shall be Missouri Association Family, Career and Community Leaders of America, Inc. The name shall only be used by the national organization, state association, regions and affiliated chapters.

Section 2. Sponsor

The sponsor of the organization shall be the Family and Consumer Sciences and Human Services Education Section of the State Department of Elementary and Secondary Education. The administrative responsibility shall be that of the state supervisory staff in family and consumer sciences and human services education.

ARTICLE II
Mission Statement and Purposes

Section 1. Mission Statement

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

Section 2. Purposes

Organized instruction relating to the mission is part of the family and consumer sciences education program in schools. The purposes of the organization shall be as follows:

1. To provide opportunities for personal development and preparation for adult life;
2. To strengthen the function of the family as a basic unit of society;
3. To encourage democracy through cooperative action in the home and community;
4. To encourage individual and group involvement in helping achieve global cooperation and harmony;
5. To promote greater understanding between youth and adults;
6. To provide opportunities for making decisions and assuming responsibilities;
7. To prepare for the multiple roles of men and women in today's society;
8. To promote family and consumer sciences and related occupations.

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| <p>ARTICLE III Organizational Structure</p> |
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Section 1. State Organization

The Missouri Association Family, Career and Community Leaders of America is a state organization for any student who is taking or has taken a course in family and consumer sciences education as determined by the state department of education through grade 12 in public and private schools. It is composed of local chapters chartered by the state and national associations and affiliated for the current year through payment of dues (refer to dues deadline, Article IX, Section 1), and meeting other requirements of the bylaws.

Section 2. Regional Organizations

The Missouri Association Family, Career and Community Leaders of America shall have regional organizations. The number of designated regions is subject to revision by the state supervisory staff in the approval of the Board of Directors. Borderline chapters may petition the state adviser to be transferred to another region.

Section 3. Chapters

- A. *Affiliated Chapters.* A chapter may be affiliated in public and private schools in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications for membership.
- B. *Organization.* A chapter may be organized whenever, in the judgment of the teachers, students and administrators, it would be advantageous to do so.

Section 4. Newly Affiliated Chapters

New chapters in middle schools, junior and/or senior high schools may become members of the regional, state and national association Family, Career and Community Leaders of America by submitting an official affiliation roster and the appropriate state, national and regional dues. Newly affiliated chapters shall submit a copy of chapter bylaws, names of chapter officers and the name of the adviser to the regional parliamentarian for review of compliance with regional, state and national bylaws.

Section 5. Membership Qualifications

- A. *Active Membership.* Any student who is taking or has taken a course determined by the state department of education as comprehensive or occupational family and consumer sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions and vote.
- B. *Alumni & Associates Membership.* Former active members and other adults who share the goals and purposes of Family, Career and Community Leaders of America and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni & Associate membership. Members of Alumni & Associates shall not be eligible to hold office, make motions or vote.
- C. *Honorary Membership.* Any individuals whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the state national organization by advancing its purposes, are eligible for honorary membership in the state and national organization. Honorary members have the privilege of attending all meetings of the organization, but have no vote.

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| <p>ARTICLE IV Advisers</p> |
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Section 1. State Adviser

- A. The state adviser shall be appointed by the State Director of Family and Consumer Sciences Education from the state supervisory staff and give general guidance to the program.
- B. It shall be the duty of the state adviser to: (1) direct the work of the association in consultation with the Director of Family and Consumer Sciences and Human Services Education; (2) advise on matters of policy; (3) keep permanent records of state proceedings; (4) serve as an ex-officio member of all committees; (5) receive application for and issue charters to local chapters; (6) prepare financial records and develop a budget at the beginning of each fiscal year; (7) perform such other duties as necessary; and (8) appoint state supervisors to assist in the administration of the state association.

Section 2. State Executive Council Advisers

It shall be the duty of the State Executive Council advisers (advisers to the regions' state officer, national officer(s), or national officer candidate(s)/national liaison(s)) to assist the state officers in carrying out their duties and responsibilities and other duties designated by the state adviser.

Section 3. Regional Adviser

- A. It shall be the duty of the regional adviser (adviser to regional president) to give leadership to regional officers and advisers, consult with the state adviser in administration of the regional association, authorize payments of bills approved by the Regional Executive Council and perform other duties designated by the state adviser. The regional adviser shall ascertain that candidates for regional and state officers are fully qualified. The regional adviser shall send the state adviser a copy of the regional bylaws and keep the state adviser duly informed of all regional activities.
- B. The regional adviser shall serve a term of one year beginning and ending their duties with consecutive regional installations.

Section 4. Adviser to Regional 1st Vice President

It shall be the duty of the adviser to the regional 1st vice president to assist with STAR Events on the regional/district and state levels.

Section 5. Assistant Regional Adviser

- A. It shall be the duty of the assistant regional adviser (adviser to the immediate past regional president) to assist the regional adviser in the administration of the regional association.
- B. The assistant regional adviser shall serve a term of one year beginning and ending duties at consecutive regional installations.

Section 6. Chapter Adviser

The chapter adviser shall be the certified family and consumer sciences teacher and shall be the administrative officer(s) for the local chapter.

The chapter parents may serve as consultants to the chapter adviser(s).

Section 7. Adults

Adults shall not vote nor hold an office except as members of the Board of Directors.

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| <p>ARTICLE V Officers, Qualifications and Duties</p> |
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Section 1. National Officers

- A. National officer(s) shall serve for one year on the National Executive Council or until their successors are elected.
- B. If the elected national officer candidate(s) does not get elected to the National Executive Council, then they will assume the position of national liaison(s) on the State Executive Council for the term.

Section 2. National Officer Qualifications

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year.
- B. Completed a minimum of one year of comprehensive or occupational family and consumer sciences classes.
- C. Completed a Power of One unit.
- D. A scholastic rating above average.
- E. Have shown leadership ability in responsibilities above the chapter level.
- F. Have the approval and support of parents or guardians, local chapter, local adviser and local school administration.
- G. Approval of the state association.
- H. Is not a present or former member of the National Executive Council (See National Bylaws Article VI, Section 2).

Section 3. State Officers

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall be composed of the elected state officers and national officer candidate(s)/national liaison(s). Such officers shall be members of the State Executive Council.

Section 4. State Officer Qualifications

- A. Be an active member of an FCCLA chapter, affiliated at the regional, state and national levels (Refer to Article IX, Section 1).
- B. Completed a minimum of one year of comprehensive or occupational family and consumer sciences classes at the middle school or high school levels.
- C. Have held a responsible position at the chapter level (for example: chapter officer, committee chairperson).
- D. Must have completed a Power of One unit.
- E. Be vitally interested in comprehensive and occupational family and consumer sciences education.

- F. Demonstrate outstanding qualities of leadership.
- G. Be familiar with and follow correct parliamentary procedures.
- H. Show evidence of ability to work well with a group or with individuals.
- I. Have the approval and support of parents or guardians, local chapter, local adviser and local school administration.
- J. A scholastic rating above average.

Section 5. Duties of the State Executive Council

- A. Each state officer shall be the liaison person between the state and regional organizations. Each state officer is expected to attend the annual State Leadership Conferences, State Fall Leadership Conference, National Leadership Conference and two State Executive Council Meetings (summer and winter). Each shall be responsible for leadership development activities within their respective regions.
- B. The president shall preside over the State Leadership Conference of the Missouri Association Family, Career and Community Leaders of America and the meetings of the State Executive Council. The president shall call a meeting of the State Executive Council on such date and at such place as shall be determined by the state adviser. The president shall appoint, after consultation with the state adviser, all committees and serve as an ex- officio member of those committees.
- C. The state 1st vice president shall assist the president, preside at meetings in the absence of the president, and keep the minutes or appoint a fellow state officer to keep the minutes of all state meetings and meetings of the State Executive Council.
- D. The vice presidents shall represent their region at the State Executive Council Meetings and participate at state meetings and State Leadership Conferences. The designation of the following positions will be determined by the incoming State Executive Council:
 1. State Vice President of Alumni and Associates
 2. State Vice President of Community Service
 3. State Vice President of Development
 4. State Vice President of Elections
 5. State Vice President of Membership
 6. State Vice President of National Programs
 7. State Vice President of Public Relations
 8. State Vice President of State Programs
 9. State Vice Presidents of STAR Events (2)
- E. In the event of one or two national officer candidates not being elected to the State Executive Council, the offices of state vice president of scholarships and state vice president of parliamentary law will be added to the State Executive Council for the term (See Article VI, Section 4).
- F. It shall be the duty and responsibility of the State Executive Council to: (1) determine policies and procedures; (2) determine what business shall be brought before the state meeting; (3) pass upon credentials of the candidates for national office; (4) approve funds for use by delegates and chapter advisers attending National Leadership Meeting; (5) plan the annual budget; (6) make plans for the State Leadership Conference; (7) make plans for the Leadership Training program; and (8) conduct other necessary business for growth of the association.

- G. The State Executive Council shall have the authority and control over the association, subject to such regulations and bylaws as may be adopted by the Missouri Association of the Family, Career and Community Leaders of America.

Section 6. Regional Officers

- A. The regional officers shall be:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Reporter
 6. Parliamentarian
 7. Others deemed necessary by the regional association
- B. The Regional Executive Council shall be composed of elected regional officers, state officer from the region and the national candidate, should there be one elected from the region. Chapters which do not have a regional officer shall have one representative to the Regional Executive Council Meetings.

Section 7. Regional Officer Qualifications

- A. ***Regional president, vice president, secretary and treasurer:*** have completed at the time of candidacy at least one semester of family and consumer sciences instruction at the 7th grade level or above and be currently enrolled or have completed at the time of candidacy at least one year of family and consumer sciences at the 7th grade level or above.

Regional reporter, parliamentarian and other officers as deemed necessary by the regional association: have completed at the time of candidacy at least 1 quarter (9 weeks) of family and consumer sciences instruction.

- B. Be an active member of an FCCLA chapter affiliated at the regional, state and national levels. (Refer to Article IX, Section 1).
- C. Have held a responsible position at one time at the chapter level (For example: chapter officer, committee chairperson).
- D. Have completed or are presently working toward completion of a Power of One unit.

Section 8. Duties of Regional Officers

- A. The president shall preside at all meetings of the region and appoint the committees in consultation with the regional adviser and serve as ex-officio member of the committees. The regional president is expected to attend the Leadership Unlimited track at the Fall Leadership Conference, State Leadership Conference and National Leadership Meeting.
- B. The regional vice president shall preside in the absence of the regional president, promote Power of One, assist with regional/district and state STAR Events and other duties as determined by the region.
- C. The regional secretary shall keep a record of the proceedings at all regional meetings and take care of all necessary correspondence. Copies of all correspondence and minutes shall be sent to the state adviser.
- D. The regional treasurer shall keep an accurate account of regional finances. All disbursements are to be approved by the Regional Executive Council of the region and payments authorized by the regional adviser. The financial statement shall be submitted to the state adviser each year.
- E. The regional reporter shall be responsible for promoting regional activities, developing materials for chapters to use to publicize their involvement in regional activities.

- F. The regional parliamentarian shall chair the Regional Bylaws Committee, rule on points in question concerning parliamentary procedures during business meetings and review bylaws of newly affiliated chapters for compliance with regional, state and national bylaws (Article III, Section 4).
- G. The duties of the other officers shall be determined by the regional association.
- H. It shall be the duty and responsibility of the Regional Executive Council to: (1) determine policies and procedures; (2) determine what business shall be brought before the regional meetings; (3) make plans for the regional meeting; (4) plan the year's budget and approve disbursement of regional funds; (5) provide leadership training activities for the regional members; and (6) conduct other necessary business.
- I. The Regional Executive Council shall have the authority over the region, subject to such regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association.

Section 9. **Local Officers**

- A. The officers of the local chapter shall consist of president, vice president, secretary, treasurer, reporter, parliamentarian and any others deemed necessary by the local chapter.
- B. The Chapter Executive Council shall be composed of the chapter officers, the regional, state and national officer and/or candidate(s) should there be any within the chapter.
- C. It shall be the duty and responsibility of the Chapter Executive Council to: (1) recommend policies and procedures necessary to carry out the business of the chapter meeting; (2) lead the chapter members in the development of an in-depth plan for the chapter; (3) promote Power of One; (4) approve disbursement of chapter funds; (5) fill any vacancies occurring among the officers until the time of the next annual election; and (6) conduct other necessary business.

ARTICLE VI

Elections

Section 1. **Election of Officers**

- A. Election of regional and state officers and national officer candidate(s) shall be conducted annually within each region by a date determined by the State Executive Council with approval of the state adviser. Any active member of a chapter affiliated with the regional, state and national associations is eligible to be a candidate (See Article V).
- B. Each region shall be represented on the State Executive Council every year by an officer, provided there is an interested and qualified member within the region to fill the vacancy. Each region shall elect a state officer designated as state officer candidate. Any elected state officer candidate may be a candidate for the office of state president or national officer candidate.
- D. The candidate must wear conference or professional attire as stated in the approved dress code, while running for a regional, state or national office. State officer candidates, who are outgoing State Executive Council members and wish to be elected to a second term, cannot wear the official state officer uniform during the nominating committee interview process and the Meet the Candidates session.

- E. The distribution of campaign materials shall be forbidden. This includes, but is not limited to business cards, fliers, posters, verbal word of mouth and any material that would give the candidate an unfair advantage. Also, it is the candidate's responsibility to keep all social networking sites free of any information pertaining to elections (See State Campaigning Policy).
- F. The number of voting delegates from each affiliated chapter shall be as follows:
 - 1 to 49 members – 1 vote
 - 50 to 99 members – 2 votes
 - 100 to 199 members – 3 votes
 - 200 or more – 4 votes

No chapter may cast more than four votes.

Section 2. **Election of the State Executive Council**

- A. Each regional association may elect one representative, to represent his or her region as a state officer candidate. The state officer candidate may seek the office of state president or national officer candidate. His or her office will be determined at the upcoming State Leadership Conference. Until the representative's office is determined at the State Leadership Conference, the representative will be known as a state officer candidate.
- B. A nominating committee shall be appointed by the state adviser, composed of no more than five members, including alumni and educators, with input by the State Executive Council. The committee will be chaired by an outgoing State Executive Council member who is chosen by the State Executive Council.
- C. The nominating committee will nominate up to six candidates, who may seek the office of state president, state 1st vice president, or national officer candidate. The state officer candidates can deny a nomination and will become a state vice president. The remaining state officer candidates then become state vice presidents, until their titles are determined by the nominating committee.
- D. The top six candidates will be introduced to the voting delegates in the Meet the Candidates session. The candidates will answer an ice-breaker question, give a two-minute speech on a topic given by the State Executive Council, and answer a situation-based question. Voting delegates will vote for their choice of state president and national officer candidate(s).
- E. The state president candidate with the highest number of votes will receive the office of state president, and the state president candidate with the second highest number of votes will receive the office of state 1st vice president.
- F. The national officer candidate(s) with the highest number of votes will be selected as Missouri's national officer candidate(s).
- G. State Executive Council members shall serve a term of one year beginning and ending their duties at consecutive State Leadership Conferences.
- H. An officer can be deposed from office only by following the procedures in *Robert's Rule of Order*, Revised Edition, in dealing with officer offenses. That is, an investigating committee must be appointed, must prefer charges, and a formal trial must be held.

Section 3. Election of Regional Executive Council

- A. Any active member of a chapter affiliated with the regional, state and national levels is eligible to be a candidate for a regional office if the qualifications are met as stated in the bylaws (See Article V, Section 7).
- B. Regional officers shall serve a term of one year beginning and ending their duties with consecutive regional installations.
- C. Regional associations will follow the regional elections procedures as determined by the State Executive Council.

Section 4. Vacancies

- A. State officer candidates may deny the office received, if so wished.
- B. If only one national officer candidate is elected, the office of state vice president of scholarships will be added to the State Executive Council for the term. If the offices of both national officer candidates are vacant, the offices of state vice president of scholarships and state vice president of parliamentary law will be added to the State Executive Council for the term.
- C. If the office of state president should become vacant after the annual election, the state 1st vice president shall serve. If any other state office becomes vacant prior to the state executive council summer planning meeting, the first runner-up may fill the office. If the first runner-up cannot accept the office, the replacement will be named by the State Executive Council. If the vacancy occurs after the state executive council summer planning meeting, the office shall remain vacant and the other officers will assume those duties.
- D. Vacancies at regional and chapter levels shall be filled in accordance with their respective bylaws.

ARTICLE VII
Meetings

Section 1. State Executive Council

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall meet as soon as feasible following the annual election to make plans for the year's work. The state adviser shall determine when this meeting will be held. Other meetings may be scheduled as needed.

Section 2. State Leadership Conference

State Leadership Conference of delegates shall be held annually in the spring. The time and place of the meeting shall be determined by the State Executive Council with approval of the state adviser. Cancellation of the State Leadership Conference shall be determined by the state adviser. The number of chapter delegates to the meeting shall be determined by the State Executive Council prorated in terms of chapter membership with the approval of the state adviser.

Section 3. Regional Meetings

Regional meetings of the Missouri Association Family, Career and Community Leaders of America shall be held annually in the fall. The time and place of the meeting shall be determined by the Regional Executive Council with the approval of the regional adviser and the state adviser.

Section 4. Local Chapters

Local chapters shall be organized as an integral part of the family and consumer sciences instruction program. Meetings and other activities shall be organized and conducted according to the local options and needs.

Section 5. Governing Rules

The rules found in *Robert's Rules of Order*, Revised Edition, shall govern the association in all cases to which they are applicable and in which they are in agreement with the bylaws.

Section 6. Regular or Special Meetings

Regular or special meetings of the State Executive Council and designated committees may be held by electronic means (such as email, Internet communication platforms, telephone conferences, video conferences, etc.) subject to the following:

- A. A quorum must be met to conduct the electronic meeting.
- B. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time for the meeting.
- C. The affirmative vote of majority of the quorum shall be the minimum vote requirement for the adoption of any motion.
- D. Procedural rules related to the conduct of electronic meetings shall be established and published by the state adviser.

ARTICLE VIII
Board of Directors

Section 1. Directors

The State Vocational Family and Consumer Sciences Education Advisory Committee shall serve as the Board of Directors of the Missouri Association Family, Career and Community Leaders of America.

Section 2. Responsibilities

The Board of Directors is the governing authority. The committee reviews the policies and procedures suggested by the State Executive Council, helps administer the policies and procedures and consults with local chapter advisers about the business of the Missouri Association Family, Career and Community Leaders of America.

Section 3. State Association Representation

The State Vocational Family and Consumer Sciences Education Advisory Committee will have representation from the state association as stated in the committee's bylaws.

ARTICLE IX
Dues and Finances

Section 1. State Dues

Membership dues in the Missouri Association Family, Career and Community Leaders of America shall be fixed by the State Executive Council on the basis of a budget submitted and approved by the majority present at the annual Executive Council Meeting. Change in state dues is subject to a majority vote of delegates at the annual business meeting held during the State Leadership Conference. The fiscal year for the Missouri Association Family, Career and Community Leaders of America shall

be September 1 to August 31. Affiliation due dates will be set as deemed necessary by the State Executive Council. These dates will be announced in the fall mailing from the state adviser. Any chapters submitting candidates for regional, state and national officers must affiliate in accordance to the date stated in the fall mailing.

Section 2. Regional Dues

The dues of any region shall be fixed by the Regional Executive Council on the basis of a budget submitted and approved by the majority present at the Regional Executive Council Meeting. Change in regional dues is subject to a majority vote of delegates at the annual regional business meeting.

Section 3. Chapter Dues

The dues of any chapter shall be fixed by the Chapter Executive Council subject to a majority vote of the membership of the chapter.

Section 4. Financial Statement

The financial statement of the state association showing all income and expenditures shall be prepared by the state adviser and audited annually by a qualified person.

ARTICLE X
Disbursement

Expenses for meetings of the State Executive Council and other necessary state association expenses shall be paid from the State FCCLA Treasury on the approval of the state adviser based on sound fiscal policies.

ARTICLE XI
Dissolution or Liquidation

Upon final dissolution or liquidation of the Missouri Association Family, Career and Community Leaders of America and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the state association shall be used by the Board of Directors in accordance with the purposes of the national organization or be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE XII
Scholarships

Section 1. Scholarships

The Missouri Association Family, Career and Community Leaders of America shall award scholarships annually to outstanding FCCLA members meeting specific scholarship criteria and planning to enroll in an accredited institution. There will be two scholarships awarded. One shall be awarded to a member planning to major in a degree program in family and consumer sciences or family and consumer sciences education. The other shall be awarded to a member who has exhibited outstanding leadership and participation in FCCLA programs and activities, regardless of the degree program chosen. Recipients enrolled in a program leading to a Bachelor's degree will receive a four-year scholarship. Recipients enrolled in a program leading to an Associate's degree will receive a two-year scholarship.

Section 2. Financial Support

Funds to finance the scholarships shall be obtained from the state association treasury annually and from any additional contributions.

Section 3. Scholarships Awarded

At least two scholarships will be awarded annually. The amounts will be determined by the State Executive Council and will depend upon availability of funds and applications submitted.

Section 4. Selection Procedure

- A. The scholarship screening committee in consultation with the state adviser shall determine at the time of screening if more than two scholarships will be awarded and the type to be awarded based on qualifications of applicants and availability of funds.
- B. Scholarship criteria shall be formulated by a scholarship committee with consultation and approval of the State Executive Council. The scholarship committee shall be appointed by the state adviser. The committee shall review and update the scholarship criteria periodically as needed.

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| <p>ARTICLE XIII Amendments</p> |
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These bylaws may be amended by two-thirds vote of the ballots cast by the affiliated chapters under the following rules:

- A. Amendments may be submitted in writing to the state adviser by any chapter, regional or state committee for review by the State Executive Council.
- B. The State Executive Council shall review and assemble the proposed changes from all chapters in the state and submit them to a committee appointed by the state president in consultation with the state adviser.
- C. Recommendations of the committee shall be presented to the State Executive Council and the state adviser.
- D. The state adviser with the State Executive Council may propose further amendments.
- E. The state adviser shall submit proposed amendments by mail or electronic means to the chapters at least 30 days prior to voting.
- F. Voting on the bylaws may be conducted by mail/electronic means or a state sanctioned meeting.
- G. Allow the state adviser with approval of the State Executive Council to make editorial or conforming language changes to the bylaws.